

NOVEMBER 13, 2013 – WORK SESSIONS

Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, November 13, 2013, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair**
Kelly Emerson, Member – Excused
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director

Others Present: Elaine Marlow, Budget Director

Record @ 00:10

Subject/Description: Clean Water Utility

Attachment: draft resolution

Action Requested: Approval of Ordinance amending the Island County Clean Water Utility system of charges for Agricultural (RA, CA, RF) and other miscellaneous Zoning Classifications (PK, SD-ASI, SD-CCC, SR-GF). The resolution will reduce the Clean Water Utility Charges for parcels zoned agriculture from \$29.35 per parcel per year to \$5.00 per parcel per year after year 2013.

Follow Up: Continue discussion to the Board's Monday November 18, 2013 meeting under Commissioner's comments. The Board will decide at that time whether to place the ordinance on the Monday November 25, 2013 agenda.

Summary Minutes

Work Session was held between the County Commissioners and Human Services on Wednesday, November 13, 2013, at 9:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff:**
Kelly Emerson, Member – Excused
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Jackie Henderson, Director, Lynda Richards

Others Present: Elaine Marlow, Budget Director

Record @ 19:35

Subject/Description: RFP process for 2014 Housing Assistance funding

Attachment: 2014 Housing Assistance Proposals – Housing Advisory Board recommendations for Funding - DRAFT

Information: Lynda Richards reviewed the projects and funding requests from the various agencies.

Follow up: Continue discussion at a future work session.

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Sheriff Summary Minutes

Work Session was held between the County Commissioners and the Sheriff on Wednesday, November 13, 2013, at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Kelly Emerson, Member – Excused
Helen Price Johnson, Member

Staff Present: Sheriff Mark Brown, Wylie Farr, Sergeant Norrie

Others Present: Elaine Marlow, Budget Director

Record @ 47:05

Subject/Description: Homeland Security Grant Funding

Attachment: yes

Action Requested: Sheriff Brown briefed the Board on utilization of Operation Stonegarden funding for the acquisition of a 26 foot Rigid Hull Inflatable enforcement vessel.

Follow up: Okay with Board to move forward to a Monday agenda.

Juvenile & Family Court Services Summary Minutes

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, November 13, 2013, at 10:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

[illegible]

Staff Present: Andrew Somers

Others Present: Elaine Marlow, Budget Director

Record @ 01:04:05

Subject/Description: Request for Proposal (RFP) for Island County Superior Court Courtroom Audio/Video Upgrade Project

Attachment: yes

Action Requested: Island County Superior Court is interested in obtaining proposals from qualified vendors to upgrade courtrooms with new and advanced audio/video technology.

Follow up: Okay with Board to move forward with RFP.

Subject/Description: Agreement for Professional Services

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Attachment: yes

Action Requested: Agreement between Island County Juvenile Court and Wilhelmina C. Harlock to provide professional services as a Guardian Ad Litem within the scope of work as outlined by the court, RCW Title 26, and industry standards for custody evaluations.

Follow up: Okay with Board to move forward to a Monday agenda.

**Island County Clerk
Summary Minutes**

Staff Session was held between the County Commissioners and the Clerk's Office on Wednesday, November 13, 2013, at 10:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member – Excused
 Helen Price Johnson, Member

Staff Present: Debra Van Pelt, Clerk

Others Present: Elaine Marlow, Budget Director

Record @ 01:07:33

Subject/Description: Ordinance for Electronic Access to Court

Attachment: yes

Action Requested: Approval of Ordinance relating to Electronic Access to Publicly available Superior Court Records and adding a new Chapter 3.54 to Title III of the Island County Code.

Follow up: Okay with Board to move forward to a Monday agenda.

**Prosecuting Attorney
Summary Minutes**

Work Session was held between the County Commissioners and Prosecutor on Wednesday, November 13, 2013, at 10:12, in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member - Excused
 Helen Price Johnson, Member

Present: Greg Banks, Prosecuting Attorney

Others Present: Elaine Marlow, Budget Director

Record @ 01:09:18

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 209
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Facilities Department Summary Minutes

Work Session was held between the County Commissioners and Facilities Department on Wednesday, November 13, 2013, at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff: Pam Dill**
Kelly Emerson, Member - Excused
Helen Price Johnson, Member

Staff Present: Carla Waite

Others Present: Elaine Marlow, Budget Director, Ana María d Nunez, Treasurer
Sheilah Crider, Auditor

Record @ 01:37:22

Subject/Description: Security Alarms – Admin & Annex Buildings

Attachments: yes

Discussion: Carla Waite noted that the Facilities Department was asked to look into the installation of security alarms in the Administration and Annex buildings. The Treasurer and Auditor spoke about their security concerns.

Facilities received estimates from two vendors:

ECS – \$27,930.00 - Hard wired under street, buttons report to Jail control room, jail staff would then notify ICOM to dispatch responding units. No monthly monitoring fee. Possible bargaining issue with union.

Guardian Security – Annex - \$2,190.48/Admin - \$2,958.46 – Wireless, buttons report to Guardian’s call center, the call center staff notifies ICOM to dispatch responding units. Annual monitoring cost \$672.00, regardless of button quantity (\$28/month per building)

Follow up: Continue discussion to a future work session.

Budget Director/GSA/IT Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, November 13, 2013, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill
Kelly Emerson, Member - Excused

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Helen Price Johnson, Member

Staff Present: Elaine Marlow, Budget Director

Record @ 01:53:00

Subject/Description: Purchase order for server replacements

Attachments: PO # 7695

Action Requested: Approval of PO # 7695; Dell Marketing LP; Dell XP Server Replacements; Amount: \$44,453.09 (incl. WSST)

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject/Description: Purchase order for PCs (XP replacement project)

Attachments: PO #7696

Action Requested: Approval of PO # 7696; Dell XP Computer Replacements; Amount: \$184,485.03 (incl. WSST)

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject/Description: Purchase order for Panasonic Toughbooks/Docks

Attachments: PO #7697

Action Requested: Approval of PO # 7697; CDWG Government LLC; Panasonic Toughbook replacements for ICSO; Amount: \$186,085.32 (incl. WSST)

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject/Description: 2013 Budget Amendment

Attachments: yes

Action Requested: Postponed to December 4, 2013 Work Session.

Add-on

Subject/Description: District Court – Lead Deputy Clerk

Attachments: none

Information: Correction to Job Requisition #099/13 – Assistant Court Administrator.

Follow up: Melanie Bacon and Elaine Marlow will work with District Court to resolve the issues.

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Wednesday, November 13, 2013 1:40 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Jill Johnson, Chair

Kelly Emerson, Member - Excused

Staff: Pam Dill

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Helen Price Johnson, Member

Staff Present: Elaine Marlow, Budget Director, Keith Higman, Health Director

Others Present: Karen Bishop, WICD District Manager, Monte Marti, Snohomish Conservation District, Fran Einterz, Chair, WICD

Record @ 03:12:35

Subject/Description: Report on Fiscal Year 2013 activities from the Whidbey Island Conservation District and Snohomish Conservation District for Whidbey and Camano Islands

Attachments: WICD Summary Report of Accomplishments FY 2013, SCD-Camano Island-Report of Accomplishments

Information: Karen Bishop, District Manager, Whidbey Island Conservation District and Monte Marti, Snohomish Conservation District, provided the Board with a brief review of their accomplishments for fiscal Year 2013.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, November 13, 2013 at 11:35 a.m., 1:00 p.m. and 2:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
Kelly Emerson, Member - Excused
Helen Price Johnson, Member

Others Present: Dave Wechner, Planning Director, Paula Bradshaw, Elaine Marlow, Budget Director, Melanie Bacon, Bill Oakes, Keith Higman

Record @ 02:30:20

Subject/Description: Congratulating the Atlantis, Inc. Rov Team on their 2013 Pacific Northwest Championship

Attachments: draft resolution

Action Requested: Approval of Resolution congratulating the Atlantis Inc. ROV Team on their 2013 Pacific Northwest Championship

Follow up: Okay with Board to move resolution forward to Monday's agenda.

Subject/Description: Ordinance C-99-13/PLG-008-13 – In the matter of Adopting a Six (6) Month Moratorium within Island Count on the Establishment, Siting, Location, Permitting, Licensing or Operation of Marijuana related Businesses to be

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authorized under Washington State Initiative No. 502 providing for Severability and Establishing an effective date (cont from 11/6/13)

Attachments: yes

Action Requested: Dave Wechner briefed the Board on the Washington State Liquor Control Board's responses to their questions. Commissioner Price Johnson favored a 3 month moratorium. She agreed to move forward with the 6 month moratorium with the assurance that the process would move forward expeditiously.

Follow up: *Commissioner Price Johnson moved to approve Ordinance C-99-13/PLG-008-13. The motion was seconded by Commissioner Johnson and carried with a vote of 2-0.*

Subject/Description: Policy considerations regarding temporary events

Attachments: Recommendations of working group to discuss temporary event permitting, draft Policy, Memorandum dated 11/12/13 from Tess Cooper, Assistant Planner

Action Requested: The Board reviewed and commented on the draft policy. Suggested changes include:

- Focus on noise *and lighting*
- Limit to 10 events per year
- Allowance for off-site parking
- Owner or manager must be on-site during event

Follow up: Forward revised policy to Board for review and schedule for November 25, 2013 regular agenda.

Subject/Description: Appoint Nicole Tesch Deputy Clerk of the Board

Attachments: none

Action Requested: Commissioner Price Johnson moved to appoint Nichole Tesh as Deputy Clerk of the Board. The motion was seconded by Commissioner Johnson and carried unanimously.

Record @ 03:47:00

Subject/Description: Administrative Services (cont. from 11/6/13)

Attachments: yes

Discussion: The Board continued the discussion regarding General and Support Services. Melanie provided the following budget information.

General Services Director

- Budget
- GSA (including Public Defense, animal shelter contracts, BOE, etc)
- Risk Management

Support Services Director (additional cost to budget: \$20,000)

- Information Technology
- Facilities

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Lead: Facilities Engineer (new position: \$85,000 incl. taxes & benefits)

Follow up: Commissioner Price Johnson would like to meet with facilities employees prior to making any decisions. Continue discussion to a December work session.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Kelly Emerson, Member

Helen Price Johnson, Member

ATTEST:

Elaine Marlow, Clerk of the Board